



Natural Resources Conservation Service  
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November 6, 2006

NEW MEXICO BULLETIN NO. 360-7-02

SUBJECT: PER – NRCS EARTH TEAM VOLUNTEER PROGRAM

TO: All Employees

Purpose. To inform all employees.

Expiration Date. September 30, 2007.

The last couple of years the number of Earth Team Volunteers in our state has drastically decreased. There are many reasons for the decline. To help revitalize the program the program assistants for your area will provide the following services:

1. Serve as an information source for the Earth Team Volunteer Program.
2. Provide assistance with administrative support by entering the volunteer's information into the national database and filing all applications at the area and state office.
3. Work with field offices, districts, and interested groups to determine projects that volunteers can assist with or carry out.
4. Assist field offices with the organizing and managing information display.
5. Work with the County Extension educational activities. Evaluate current situation for improvements.
6. Become familiar with state environmental education requirements, FFA, 4H, current district awards and cultivate relations with schools and Extension volunteers.
7. Provide evaluation and feedback to the supervisor regarding information and pertinent observations made by volunteers.
8. Assist field offices with contacting schools, clubs, and organizations (County Extension Service, Districts and 4H Clubs) to promote conservation programs.
9. Develop and implement a marketing plan to attract and retain volunteers.
10. Develop a plan for recruiting volunteers and matching their skills with agency needs.
11. Assist field offices with interview, placement of volunteers and help with orientation.

All volunteer information will now be filed and entered into the national database at the area and/or state level. It is important that we record the hours for all volunteers. Thank you for your assistance in this matter.

/s/

DENNIS ALEXANDER  
State Conservationist